



### Addendum No. 1 to All Offerors

Reference – Request for Proposal:	RFP 17-0118
Commodity:	Geotechnical & Environmental Professional Engineering Services
Date:	November 23, 2016
Proposals Due:	December 16, 2016 at 2:00 pm
Pre-Proposal Conference:	November 21, 2016 11:00 am

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This Addendum supplements and amends the original Request for Proposal (RFP) and shall be taken into account in preparing proposals and shall become a part of the Contract Documents. The Offeror shall indicate receipt of this Addendum and all previously issued Addenda by signing the form(s) for inclusion with the proposal response.

1. Section 1.1.1 PURPOSE, 1<sup>st</sup> Paragraph changed to read:

- 1.1. **PURPOSE:** The City of Fredericksburg (City) is hereby requesting proposals to establish a contract through competitive negotiations (RFP) from Offerors to provide professional engineering services **by Category** in accordance with the requirements stated herein. Services shall include, but not limited to: geotechnical engineering, environmental engineering, wetlands and streams consulting, hydrogeological engineering, land surveying, design, construction inspection and testing, and other related services. The City seeks the most cost effective and highest quality services; therefore, Offerors are encouraged to be creative and resourceful in proposing their most efficient methods using their most qualified personnel. **The City anticipates that multiple awards may be made in each category to those Offerors deemed most qualified.**

2. Section 2.2. **SCOPE OF SERVICES** changed to read:

- 2.2. **CATEGORIES OF SERVICES:**

3. Section 3.1.B, Proposal Preparation, paragraph 5 changed to read:

5. **No font smaller than 12 point.** Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.

4. Section 3.2., **SPECIFIC PROPOSAL INSTRUCTIONS**, C. changed to read:

- C. **A written narrative statement to include:** Offerors shall provide an Executive Summary containing a brief description of their proposal and indicate which service categories the Offeror is responding to and the approach to providing those services. The Executive Summary shall not exceed five (5) pages. **Each category narrative shall not exceed five (5) pages in length.**

5. Section 3.2.C.3 changed to read:

3. List **the Project Manager and** key professional staff (name, title, years of experience, years with current firm) assigned to this contract and describe their experience performing work on similar contracts. **The offeror shall provide one (1) Project Manager to act as the single point of contact for the firm.** Provide an organizational chart showing all individuals assigned to the contract.

6. Section 3.2.C. paragraph numbering correction changed to read:

5. **Experience and References:** Offeror shall provide a general description of similar services previously provided by the Offeror team members to other entities or organizations.

a. Provide a representative list of clients within the past three years for whom similar services have been provided and the dates when the service were provided. Include client name, address, telephone number, description of type of services performed, and a point of contact who is familiar with the services rendered.

b. Give names and detailed addresses of all affiliated and/or subsidiary companies. Indicate which companies are subsidiaries. If a situation arises in responding to this questionnaire where you are unsure whether another firm is or is not an affiliate, doubt should be resolved in favor of affiliation and the firm should be listed accordingly.

6. **Affiliate:** Any business entity which is closely associated to another business entity so that one entity controls or has the power to control the other entity either directly or indirectly; or, when a third party has the power to control or controls both; or where one business entity has been so closely allied with another business entity through an established course of dealings, including but not limited to the lending of financial wherewithal, engaging in joint ventures, etc. as to cause a public perception that the two firms are one entity. Firms which are owned by a holding company or a third party, but otherwise meet the above conditions and do not have interlocking directorships or joint officers serving are not considered affiliates.

7. Section 4.1. **EVALUATION AND AWARD CRITERIA**, table of criteria weights changed and is replaced by:

Criteria	Weight
Qualifications of Project Manager and Key Personnel	20
Personnel Experience In Similar Type of Services	25
Approach to Providing Services	40
Organization Capability	15
<b>Total</b>	<b>100</b>

8. Section 8 ATTACHMENTS: Add **Attachment E. Services Category Response Matrix**.

#### QUESTIONS:

1. Is there is a current incumbent on this contract and if so whom? **No**
2. Who is/are the incumbent(s) on this contract? **See Question 1.**
3. Is it your intention to run MS4 needs through the new RFP then? **Yes**
4. Can consultants apply for specific pieces of the RFP (B. Wetlands; D. Engineering) or do we need to respond to all items? **See Addendum 1 #1, Section 1.1.1 PURPOSE for revised language.**
5. Does the City plan to award this contract to multiple firms? **See Addendum 1 #1, Section 1.1.1 PURPOSE for revised language.**
6. Our firm is interested in submitting on this Request for Proposal as a prime but we are also being asked to team with other firms as well on their submittals. Is there any conflict with us being on other teams as well as submitting our own package? **See the original RFP, Section 5.5, Multiple Proposals from one Entity. Clarification: A Prime may also be listed as a Subcontractor on another firm's proposal.**

#### QUESTIONS FROM PREPROPOSAL CONFERENCE:

1. Jeff Mahan, Plexus Scientific – Where will the addendum be posted? **See Cover Sheet, Clarification of Terms.**
2. Clarification of Section 2.2 questions
  - a) Under Section 2.2A.4.g. Environmental grant proposals, implementation, and administrative management what level of involvement does the City expect from a consultant to support? **Varies with specific project scope. See Section 3.2.C, 1-2 for greater detail.**
  - b) Are the type of construction and design projects under Section 2.2.C. related to the types of projects listed in the narrative? **Yes**

- c) Does the type of experience we're evaluating correspond with the narrative under C. Hydrogeological Services? **Yes**
  - d) Regarding environmental services related to installation of piezometers and groundwater monitoring equipment in Section 2.2.C.2., is the consultant responsible for installation? What if they have a subcontractor perform? **Yes. See Section 3.2.C.4.**
  - e) Under Section 2.2.D will the majority of work be existing facilities or will new acquisition be required? **Both, it depends upon the project. See Section 3.2.C.4.**
  - f) What type of construction management services would be required under Section 2.2.D? **Varies with specific project scope.**
  - g) On stormwater program funding strategy development Section 2.2.D.9., how would consultant services be used? **Varies with specific project scope. See Section 3.2.C., 1-2 for greater detail.**
  - h) Are we looking for actual construction/demolition services under Section 2.2.E? **No**
  - i) Do we envision aerial survey being required for survey services, Section 2.2.F? **See 3.2.C.1 for supplemental services.**
3. Is the City looking for a firm that can provide all services? Can a firm respond to individual categories? **The City has expectation that Offerors will respond to those Categories in which they have expertise. One firm need not provide all services.**
  4. Does the City want one company or a team to submit as a matrix response to the services? **See Addendum 1, #8 for the Attachment E. Services Category Response Matrix.**
  5. Will the matrix be at the major alpha level or the sub level? **See Addendum 1, #8 for the Attachment E. Services Category Response Matrix.**
  6. Are ink signatures required on the original submittal or are digital okay? **Digital is acceptable.**
  7. Do you have to submit electronically as well as hard-copy? **See Section 3.1.A.2.**
  8. Did we specify a font/font size for proposals? **See Addendum 1, #3, Section 3.1.B., Proposal Preparation.**
  9. Is there a page limit under Approach to Providing Services, total or five per category? **See Addendum 1, #4, Section 3.2.C., Specific Proposal Instructions**
  10. Can we assume 5-page limit per category? **See Addendum 1, #4, Section 3.2.C., Specific Proposal Instructions**
  11. When page limits are specified, can the City specify how that applies, i.e. category only and not resumes, etc.? **See Addendum 1, #4, Section 3.2.C., Specific Proposal Instructions**
  12. How many project descriptions is the City looking for? **See the original RFP, Section 3.2.C.1-2 for clarification.**
  13. Two number "4"s on Page 10 and no number "6". Corrected in **See Addendum 1, #6, Section 3.2.C., Specific Proposal Instructions**
  14. Affiliate, is this relevant if there's no small business set-aside? **Yes**
  15. Does the experience of the Project Manager relate to the overall PM or individual task based PMs. **See Addendum 1, #5, Section 3.2.C.3. and #7, Section 4.1. EVALUATION AND AWARD CRITERIA. Criteria and weights have been revised.**
  16. Given multiple category areas, can you have multiple project managers? **See Addendum 1, #5, Section 3.2.C.3.**
  17. Do we expect the PM to be a licensed PE or someone licensed under that category? **Not required as long as key personnel performing professional services have appropriate licensure or are under the supervision of same.**
  18. Does a category like environmental services require someone licensed? **Yes**
  19. Does the vicinity of the firm to the city have any bearing on the approach? **No**
  20. Is the review committee all in Community Planning and Building Services? **Evaluation Team has not been determined yet.**
  21. Will the City be making multiple awards for individual service categories? **Yes. See Addendum 1 #1, Section 1.1.1. PURPOSE for revised language.**
  22. Is there a maximum number of awards per category? **No**
  23. If multiple firms in one category, do we compete among the firms for individual tasks? **Yes**
  24. Budget expectations? Does the City have an overall budget identified? **Varies by project.**

- 25. Is there a maximum contract value per term? **No**
- 26. Vendor Data Sheet, one for each category or one for overall firm? **One for overall firm.**
- 27. Should both prime and sub-consultants submit vendor data sheets? **No, Prime only.**
- 28. Does this replace Dept. of Public Works contracts? **There is no expectation of terminating any contracts at this time.**
- 29. Any consideration for SWaM/DBE? **The City has no set-aside award priority for SWaM or DBE certified firms in this solicitation.**

**END OF ADDENDUM NO. 1**

Lynn Enders, CPPO, VCO

Purchasing Agent

Phone: (540) 479-8776

Signature:

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Name:

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Offering Firm:

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Date:

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